



State Procurement Office

14th Floor Capitol Tower, 600 E Boulevard Ave Dept 012,
Bismarck ND 58505-0310

A Division of the Office of Management & Budget

CONTRACT INFORMATION	
TERM CONTRACT NAME:	LICENSE PLATE ENVELOPES
TERM CONTRACT NUMBER:	037
CONTRACT PERIOD:	05/01/2006 THROUGH 04/30/2007
CONTRACT ADMINISTRATOR:	DILLYS BACH
PHONE NUMBER:	701-400-4589
FAX NUMBER:	701-328-0109
CONTRACTOR INFORMATION	
CONTRACTOR NAME:	BROWN & SAENGER 1409 C AVENUE PO BOX 84040 SIOUX FALLS, SD 57118-4040
SERVICE REPRESENTATIVE:	LYLE DABBERT
TOLL FREE TELEPHONE NUMBER:	1-800-952-3509
TELEPHONE NUMBER:	605-336-1960
FAX NUMBER:	605-332-0963
EMAIL ADDRESS:	LDAVERT@BROWN-SAENGER.COM
ORDERING AND BILLING INFORMATION: ORDERS WILL BE ISSUED BY INDIVIDUAL AGENCIES. BILLINGS ARE TO BE SUBMITTED TO THE AGENCY SUBMITTING THE PURCHASE ORDER. SINCE ALL BILLINGS, INVOICES AND CREDITS MUST BE PROCESSED BY INDIVIDUAL AGENCIES BEFORE PAYMENT IS MADE, SUBMISSION OF THESE ITEMS TO THE STATE PROCUREMENT OFFICE WILL ONLY DELAY PAYMENT.	
PURCHASING CARDS: THE PROCURING AGENCY MAY PLACE ORDERS BY ISSUANCE OF A PURCHASE ORDER OR MAY ELECT TO PLACE AN ORDER AND MAKE PAYMENT USING A PURCHASING CARD. THE CONTRACTOR WILL ACCEPT A PURCHASING CARD WITHOUT PASSING THE PROCESSING FEES FOR A PURCHASE CARD BACK TO THE PROCURING AGENCY.	
FREIGHT CHARGES AND DELIVERY: DELIVERY IS TO BE F.O.B. BISMARCK, ND,	

AND MUST BE MADE WITHIN 4 WEEKS AFTER RECEIPT OF THE PURCHASE ORDER. IF DELIVERY REQUIREMENTS CANNOT BE MET WITHIN THE SPECIFIED TIME, THE VENDOR MUST NOTIFY THE ORDERING AGENCY IN WRITING OF THE DELAY AND THE APPROXIMATE DATE DELIVERY MAY BE EXPECTED.

GENERAL TERMS AND CONDITIONS:

TITLE: TITLE TO ITEMS ORDERED SHALL NOT PASS TO THE STATE UNTIL THE ITEMS ARE RECEIVED AND ACCEPTED BY THE STATE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY LOSS PRIOR TO THE ACTUAL RECEIPT OF THE ITEMS BY THE STATE OR ITS AGENT.

INVESTIGATIONS: THE STATE RESERVES THE RIGHT TO MAKE AN INVESTIGATION OR INVESTIGATIONS OF THE MATERIALS, EQUIPMENT, SUPPLIES, QUALIFICATIONS OR FACILITIES OFFERED BY THE APPARENT LOW BIDDER OR BIDDERS. THIS INVESTIGATION WOULD BE TO DETERMINE WHETHER OR NOT THE APPARENT LOW BIDDER OR BIDDERS COULD MEET THE REQUIREMENTS SET FORTH IN THE SOLICITATION.

MATERIAL AND WORKMANSHIP: ALL MATERIAL AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND TESTING BY THE STATE EITHER AT: (1) THE POINT OF MANUFACTURE; OR (2) PLACE OF STORAGE; OR (3) UPON RECEIPT.

RECORD OF SALES: THE CONTRACTOR MUST MAINTAIN RECORDS OF SALES UNDER THE CONTRACT AND FURNISH VOLUME OF SALES INFORMATION TO THE STATE PROCUREMENT OFFICE WITHIN 10 WORKING DAYS AFTER THE FIRST NINE MONTHS OF THE CONTRACT PERIOD.

PRICING AND TAX INFORMATION:

PRICING: THE PRICE IS TO BE LESS FEDERAL AND STATE TAXES, FOR WHICH EXEMPTION CERTIFICATES WILL BE FURNISHED UPON REQUEST.

**TAXES: THE STATE DOES NOT PAY SALES TAX OR FEDERAL EXCISE TAX. THE STATE SALES TAX EXEMPTION NUMBER IS E-2001.
THE FEDERAL TAX-FREE TRANSACTION NUMBER IS 45-70-001K.**

PRICING

ITEM NO.	DESCRIPTION	PRICE
1.	LARGE PLATE ENVELOPE - OPTION 1 1. 6-1/2" X 12-1/2" 2. WINDOW 4-1/2" WITH POCKET LOCATED 6-3/8" FROM LEFT EDGE, 5/8" FROM BOTTOM. 3. WINDOW MATERIAL: POLY 4. BROWN KRAFT 5. LATEX OFFLN 6. ONE COLOR INK PRINTED 2 SIDES	\$77.30/THOUSAND MINIMUM ORDER OF 50,000

	7. OPEN END FLAP EXTENDED 8. SEE SAMPLE ENVELOPE	
2.	LARGE PLATE ENVELOPE - OPTION 2 SAME AS ITEM #1. WILL ONLY USE OF A GENERAL ISSUE OF PLATES IS DONE. SEE SAMPLE ENVELOPE.	\$65.90/THOUSAND MINIMUM ORDER OF 150,000
3.	LARGE PLATE ENVELOPE - OPTION 3 SAME AS ITEM #1, BUT NO PRINTING.	\$77.30/THOUSAND MINIMUM ORDER OF 2,000 TO BE ORDERED SAME TIME AS ITEM #1
4.	SMALL PLATE ENVELOPE 1. 5"X8-5/8" 2. WINDOW 4-1/2" X 1-1/2" WITH POCKET LOCATED 2-3/4" FROM LEFT EDGE, 1/2" FROM BOTTOM. 3. WINDOW MATERIAL: POLY 4. BROWN KRAFT 5. LATEX OFFLN 6. ONE COLOR INK PRINTED 2 SIDES 7. OPEN END FLAP EXTENDED 8. SEE SAMPLE ENVELOPE	\$207.00/THOUSAND MINIMUM ORDER OF 5,000

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